

U.S. Consulate General – Marseille
American Citizen Services
Reporting the Birth of U.S. Citizen Abroad in Marseille

Appointments to register the birth of your child and obtain a first passport may be scheduled by phone in Marseille, Tuesdays and Wednesdays, except on [French and American holidays](#). Please call the American Citizen Services Unit at 04 91 54 90 84 on weekdays to make your appointment.

Registration of U.S. Citizen Abroad

Please remember that your child must be present at the time of application for a Consular Report of Birth Abroad. The requirements of U.S. law for the transmission of U.S. citizenship to a child are set forth in this document. The fee for the report of birth is \$100.00.

Please make sure you have your application form(s) filled out and your supporting documents complete prior to your appointment in order to shorten your wait and speed up the processing of your file.

U.S. citizens with children who were born outside the United States must register them at the nearest U.S. embassy or Consulate in order to document them as U.S. citizens. American citizens can register the birth of their children born abroad with the American Citizen Services Unit as well as obtain a first passport and social security number for newborn children. In the registration process, a Consul determines the eligibility of U.S. citizen parents to “transmit” citizenship to the child. Only the child's U.S. parent(s) or legal guardian(s) may apply for a Consular Report of Birth Abroad on a child's behalf.

A first passport may only be issued after the Consular Report of Birth has been filed. Even if your child holds nationality of a country other than the U.S., if your child has a claim to citizenship, he or she must be in possession of a valid U.S. passport to enter and exit the United States.

Upon registration, the child will be issued a Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240). This document is a basic citizenship document. In the United States, it may be easier to present this document as a birth certificate in place of a foreign birth certificate. The child's Consular Report of Birth Abroad and passport applications will be sent to the National Passport Center. Both the CRBA and the passport will be returned to you by mail within two weeks.

Once the Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240) has been filed, copies may be obtained at the U.S. Department of State - Bureau of Consular Affairs by following this link: http://travel.state.gov/law/info/overseas/overseas_703.html.

When should you register the birth of your child?

U.S. citizen parents should register their children as soon as possible, but it is imperative that registrations be processed before the children reach eighteen years of age. A Consular Report of Birth Abroad cannot be prepared if the child is 18 years old or more at the time the birth is reported.

Persons born abroad who are more than 18 years of age and who believe they have a claim to U.S. citizenship, but who have never been documented as a U.S. citizen, should apply to the nearest

American Embassy or Consulate for information and assistance in investigating their claim to U.S. nationality.

U.S. Law for the Transmission of U.S. Citizenship

The requirements of U.S. law for the transmission of U.S. citizenship to a child are set forth as follows. This information will assist you in determining whether or not your child is a U.S. citizen and will provide assistance in the steps you are required to take to register the birth and obtain his or her passport.

STEP 1

Determine Parents' Status and U.S. Physical Presence of American Parent

a) **Children born in wedlock - Born to two U.S. citizen parents**

If either parent has resided in the United States prior to the birth of the child, the child acquires U.S. citizenship (Note: residence is defined as "the place of general abode".)

b) **Children born in wedlock - Born to one U.S. citizen and one alien parent**

The U.S. citizen parent must have been physically present in the United States for a period (or periods totaling) five years prior to the birth of the child, at least two of which were after the U.S. citizen parent reached the age of fourteen years. This period of physical presence must have taken place prior to the birth of the child. (See information provided below concerning determination of physical presence.)

c) **Children born out of wedlock - Born to a U.S. citizen mother**

The U.S. citizen mother must have been physically present in the United States for a continuous period of at least one year before the child's birth.

d) **Children born out of wedlock - Born to a U.S. citizen father and an alien mother**

A child born out of wedlock to a U.S. citizen father and an alien mother may acquire U.S. citizenship at birth based upon clear and convincing evidence of paternity. The father must have been physically present in the United States for a period (or periods totaling) five years prior to the child's birth, at least two of which were after the father reached the age of fourteen years. This period of physical presence must have taken place prior to the birth of the child.

➤ **In addition, the U.S. citizen father must:**

sign a written agreement to provide financial support until the child reaches the age of eighteen years; **AND**

- make a statement under oath acknowledging parentage [DS-5507, Affidavit of Parentage, Physical Presence and Support](#) - complete all 4 pages;
(This is an additional form. It is only required for a U.S. citizen father who is not married to the non-U.S. citizen mother of the child who's birth is being reported.)

OR

- the child is legitimated under the law of the child's residence or domicile,

OR

- have paternity of the child adjudicated and established by a competent court.

What does physical presence mean?

Physical presence is counted as the time the parent was actually in the United States. If the parent had residence in the U.S. but spent most of his/her time traveling or living abroad, only the time actually spent in the U.S. counts as physical presence. Physical presence need not be continuous; visits of any length to the U.S. count towards fulfilling physical presence requirements. Any periods spent outside of the U.S., even short vacations, must be accounted for in listing physical presence. Time when the parent is not present in the U.S. for the following reasons may also be counted as physical presence in the U.S. for the purpose of transmitting U.S. citizenship:

- honorable service in the United States Armed Forces
- employment with the U.S. Government or with certain international organizations
- residence overseas as a dependant, unmarried son or daughter and a member of the household of an employee of the U.S. Government or certain international organizations

Note: These provisions do not apply in the case of a child born out of wedlock to a U.S. citizen mother. The continuous year must be in the United States and may not be satisfied through time as a United States Government employee or dependent overseas.

The Child Citizenship Act of 2000

If you are an American citizen but do not have enough physical presence to transmit your U.S. nationality to your child, please refer to the following website page concerning the [Child Citizenship Act of 2000](#).

The Child Citizenship Act of 2000 allows certain foreign-born, biological and adopted children of American citizens to acquire American citizenship automatically. These children did not acquire American citizenship at birth, but they are granted citizenship when they enter the United States as lawful permanent residents (LPRs). An immigrant visa for your child is required for this purpose. Please follow this link: <http://france.usembassy.gov/iv-immediate.html>

At the time of your appointment to register your child's birth, please follow steps 2-4 below and submit required documents.

STEP 2

Completed [Consular Report of Birth Abroad Application Worksheet \(DS-2029\)](#)
<http://www.state.gov/documents/organization/156216.pdf>

Prior to your appointment, and in order to shorten your wait, please complete the DS-2029 form fully, and as accurately as possible. Once completed, the form must be sent by email to CitizenInfoMarseille@state.gov or by fax to 04-91-55-56-95

Instructions are on the first page of the application form. Please read and follow the instructions carefully. If you have any doubts about the information requested, please leave those areas blank until you have discussed them with a Consular assistant.

Please complete the information requested in section (A) numbers 1-15, on the application form worksheet. Number 12 is particularly important and should be carefully reconstructed and documented for the U.S. citizen parent(s), prior to coming to the Consulate for your appointment. Please use additional sheets of paper if necessary.

In order to facilitate the application process, you may also submit the Consular Reports of Birth Abroad issued for your other children, if applicable.

STEP 3

Social Security Numbers (Federal Benefits) Supporting Documentation

In order to obtain a social security number for your child, please complete [Form SS-5](#).

Applications for your child's social security number must be made in conjunction with the application for a U.S. passport and report of birth abroad.

Note: If you would like to apply for a social security number for a child over the age of five, you must first obtain the Consular Report of Birth Abroad and then contact the [social security office in Marseille](#).

STEP 4

Passport Application for First Time Passport Book Application for Minors

At the time of your appointment, submit:

Completed Form DS-11

If completing Form DS-11 online, make sure that all of the entered information is complete and correct before printing. Print the completed form using black ink on one-sided pages. Applications completed online and printed for submission will be processed faster.

If completing Form DS-11 by hand, do so legibly and in black ink. Make sure that all of the entered information is complete and correct. Illegible applications may delay application processing times.

Note that the online version of the application form includes instructions written for use in the U.S., which do not apply to your application in France.

! DO NOT SIGN Form DS-11 until you are instructed to do so by a Consular Officer.

Signature requirements for the DS-11 passport application form, please select one of the following choices:

1. Both parents will appear together and sign the application form (DS-11) in the presence of a Consular Officer **or**;
2. one parent appears; signs, and submits the non-appearing parent's signed, **notarized** form DS-3053 "[Statement of Consent: Issuance of a Passport to a Minor Under Age 16](#)" authorizing passport issuance for the child, and non-appearing parent's signed photo identification (copy or original document). The non-appearing parent's signature may be certified by U.S. notary public, a French *notaire* or *maire* if this is the case **or**;
3. the appearing parent may submit the non-appearing parent's **notarized** hand or type-written statement of consent, in English, authorizing passport issuance for the child (including the child's name and date of birth) as well as the non-appearing parent's signed, photo identification (copy or original document). The non-appearing parent's signature may be certified by U.S. notary public, a French *notaire* or *maire* if this is the case.

All applicants must also submit:

- Two [U.S. passport size photographs](#);
- Original U.S. birth certificate or, certified, sealed U.S. birth certificate or, Consular Report of Birth Abroad or if applicable a naturalization certificate;
- Both parents' signed photo ID
- A credit card or cash (dollars or euros) to pay the correct [fee](#)
- (\$105 for children under 16 and \$135 for all others);
- A self-addressed Chronopost envelope, for France métropolitaine, for the return of the new passport. The Chronopost envelope tracking system guarantees a faster and more secure service for the return of your child's passport. You may purchase it at any French post office. Please allow one to two weeks for receipt of the new passport.

Required Documents Checklist:

Consular Report of Birth Abroad and First U.S. Passport

The American parent(s) should submit the following documents to the American Citizen Services Unit, either in the original form or a certified copy, except when specified:

- ☐ The child's birth certificate issued by the local authorities at the place of birth. For births in France, request the *extrait de l'acte de naissance integral* from the town hall *Mairie*. Neither the *livret de famille*, nor an *extrait de l'acte*, nor a *fiche individuelle d'état civil* will be accepted as a birth certificate.
- ☐ Evidence of the U.S. citizenship of the child's parent(s) (e.g., passport or naturalization certificate).
- ☐ The marriage certificate of the child's parents if they are married. If the marriage occurred in France you may use the *livret de famille*.
- ☐ If either of the child's parents has been married before, evidence of the termination of that marriage, such as divorce decree or death certificate.
- ☐ A statement by the U.S. citizen parent(s) listing the precise periods of his or her actual physical presence in the United States.
- ☐ **If it is not clear that the parent has more than enough physical presence in the United States, it is important to obtain the exact dates of the parent's entries and departures. Expired passports showing entries into or departures from the United States and other countries, school and employment records, tax withholding statements, and other such documents may be helpful in establishing periods of U.S. physical presence.**
- ☐ Completed Consular Report of Birth Abroad application worksheet ([DS-2029](#)).
- ☐ The completed Social Security application [Form SS-5](#) (<http://www.ssa.gov/online/ss-5fs.pdf>).
- ☐ Consular Reports of Birth Abroad issued for your other children, if applicable.

- ❑ The fee for the report of birth is \$100.00. Fees may be paid with major credit cards or in cash. Personal checks are not accepted.
- ❑ If applying for a U.S. passport for the child, please remember that the fee for a minor under 16 years old is \$105.00. If you are applying for a Consular Report of Birth Abroad, fee of \$100.00 as well as a first passport, the total fees are \$205.00. For children 16 or 17 years old, the passport fee is \$135.00; total fees are \$235.00.
- ❑ If you require a first passport for your child please refer to the application process on pages 4 of this document.
- ❑ All new passports will be sent to you by mail using the Chronopost envelope tracking system. When submitting your child's application color photos, payment and other required documents, please include a self-addressed Chronopost envelope, for France métropolitaine, available at all French post offices (one Chronopost envelope may contain several passports – maximum 8).

The Chronopost envelope tracking system guarantees a faster and more secure service for the return of your child's passport.

U.S. Consulate General

American Citizen Services
Passport and Citizenship Unit
place Varian Fry
13006 Marseille

Security at the Consulate General

We strongly advise that you do not bring large bags, such as backpacks, suitcases or packages to the Consular Section as there are no storage facilities on Consulate grounds. Security guards will hold small tourist cameras and cell phones until your departure, but there is no storage available for any other large items — please do not bring them at the time of your appointment.

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